	Document Number NSHS-OP-008	Version 01	Effective Date 17 MAY 01
	Title Reimbursements		Page 1 of 3
	Process Owner Director, Program Management		Approval Authority Commanding Officer

1. Purpose & Scope

The purpose of this process is to reimburse Medical Department personnel for expenses incurred during NSHS approved training.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) BUMEDINST 4651.3 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **FY**: Fiscal Year.

3.2 **SF1164**: Claim for Reimbursement for Expenditures on Official Business.

4. Document Review & Concurrence

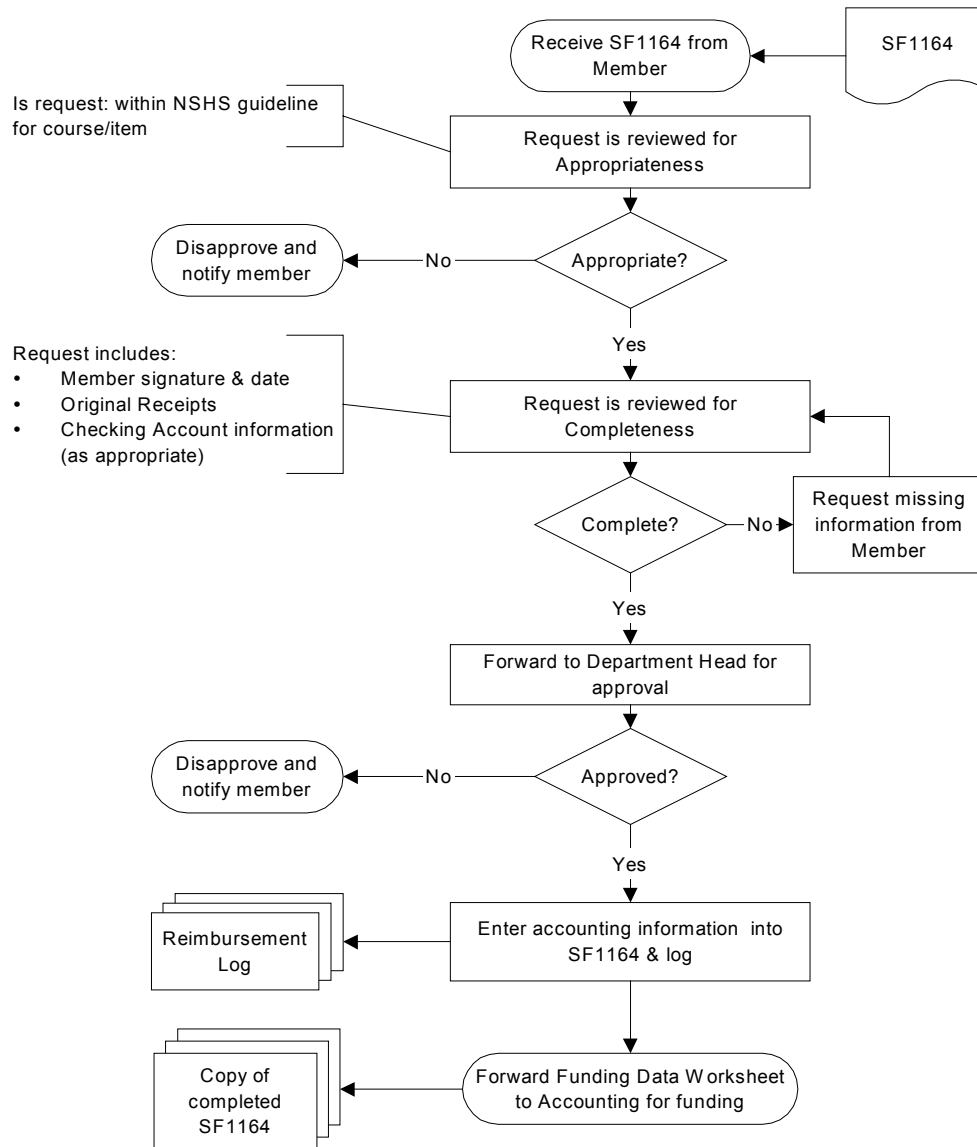
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director, Program Management	OP (Process Owner)	CAPT. B. Welbourn	Commanding Officer	OC (Approval Authority)	CAPT. D. Wynkoop
Director, Support Services	OS3	LCDR E. Kennedy	Director, MCPP	OM	CAPT. T. Miller

5. Summary of Changes

	Description	Date
01	Initial issue of procedure.	17 MAY 01

Document Number NSHS-OP-008	Version 01	Effective Date 17 MAY 01	Page 2 of 3
Title Reimbursements			

6. Process Flowchart



Document Number NSHS-OP-008	Version 01	Effective Date 17 MAY 01	Page 3 of 3
Title Reimbursements			

7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Reimbursement Log	Program Assistant	File Cabinet	By: Name, FY	4 years	Destroy per SECNAVINST 5212.5 series
SF1164	Program Assistant	File Cabinet	By: Name, FY	4 years	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A